

Spec. Code: 2325
Occ. Area: 03
Work Area: 210
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 01/29/97

AUDIO-VISUAL SERVICES MANAGER

Function of Job

Under administrative supervision from a designated supervisor, to plan, coordinate, and direct a program of audio-visual services in coordination with other instructional resources.

Characteristic Duties and Responsibilities

1. with general direction concerning educational purposes to be served, selects and recommends audio-visual media and methods that most effectively convey technical, theoretical, and/or abstract subject matter
2. consults with instructional systems designers on applicable roles and functions of audio-visual aids
3. coordinates and directs an instructional materials library, an instructional materials laboratory, and an audio-visual equipment service center
4. supervises technical and clerical subordinates as assigned
5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in a field related to audio-visual education (such as communications and graphic arts)

or

- (B) Bachelor's degree in other fields than those listed in "A" and one year of responsible experience in audio-visual production, administration, or service

or

four years of responsible experience in audio-visual production, administration, or service

or

a combination of such education and business experience totaling four years

2. (A) three years of experience in audio-visual production

or

- (B) two years of supervisory experience in any one or combination of the following:
university audio-visual center, armed forces training aids center, or school or commercial
audio-visual center

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of instructional patterns of audio-visual practices and equipment utilization practices in higher education
2. knowledge of instructional materials preparation, including motion pictures and still photography, projectuals, visual copying, and sound recording
3. knowledge of instructional materials information retrieval and acquisition procedures
4. supervisory ability